

ALABAMA DEPARTMENT OF HUMAN RESOURCES
MONTGOMERY, ALABAMA

INFORMATION FOR LICENSING STUDY

Complete and Mail to: Alabama Department of Human Resources
Office of Resource Management
Gordon Persons Building
50 Ripley Street
Montgomery, Alabama 36130

Type Facility: ☐ Child Care Institution ☐ Child-Placing Agency ☐ Group Home

Facility Name: _____

Address: _____
No. and Street City County Zip

Telephone Number: _____
During Office Hours After Hours for Emergencies

Applicant Name: _____
Name of Person or Corporation

Name and Title of Person with Responsibility and Authority to Work with Department Representative

Address: _____

Telephone Number: _____
During Office Hours After Hours for Emergencies

I. ADMINISTRATION

A. FUNCTION OF THE FACILITY

1. Types of children served _____

2. Capacity of the Facility _____
3. Ages of children _____
4. Geographic area served _____

5. Attach a description of the focus and function of the facility, if this is an initial application or if amended since last application process.
6. Attach any publication giving information in addition to the above.

ALABAMA DEPARTMENT OF HUMAN RESOURCES
MONTGOMERY, ALABAMA

INFORMATION FOR LICENSING STUDY

B. ADMISSION AND DISCHARGE

Attach copies of admission and discharge policies and practices, if this is an initial application or if amended since last application process.

C. BOARD

1. If there is a board, describe how members are appointed.

2. How often does the board meet? _____

3. Dates of regular meetings _____

4. Attach a list of the names and addresses of all members of the Board; indicate when the term of each expires; specify the Chairman and committee members of each committee of the Board.

D. ORGANIZATION

1. If incorporated, attach copy of incorporation papers, if this is an initial application or if amended since last application process.
2. Attach copy of by-laws and constitution, if this is an initial application or it amended since last application process.

E. FINANCIAL INFORMATION

1. Attach copy of projected or current budget.
2. Attach copy of most current audit, if applicable.
3. Attach policies regarding charges and services, if this is an initial application or if amended since last application process.

F. PERSONNEL

1. Attach copy of personnel policies, including job description and qualifications, if this is an initial application or if amended since last application process.
2. List staff members and give requested information. (Attach additional sheets as necessary to indicate duties assigned other than indicated by the title of the position.

INFORMATION FOR LICENSING STUDY

[illegible]

ALABAMA DEPARTMENT OF HUMAN RESOURCES
MONTGOMERY, ALABAMA

INFORMATION FOR LICENSING STUDY

II. SOCIAL SERVICE

Attach a detailed and specific description of the provision for social services, if applicable.
(If social service is provided through another source, attach a copy of the written agreement or contract along with the above.)

III. PLANT (Not applicable for Child-Placing Agencies)

- A. Attach a certificate of approval based on an inspection by the fire department, made within the last three months.
- B. Attach a certificate of approval based on an inspection by the health department, made within the last three months.
- C. Attach a statement showing compliance with all local zoning laws, where applicable.

I / We certify that the information given on this form is true and correct to the best of my / our knowledge. I / We understand that any misrepresentation of information may be grounds for denial of the application.

Signature:

(Executive)

Signature:

(Board Chairman)

Date: _____